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**CITY OF FOREST GROVE  
SUSTAINABILITY COMMISSION  
COMMUNITY AUDITORIUM  
THURSDAY, JULY 25, 2019 – 6:00 P.M.**

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**MEETING MINUTES Approved by Commission on 8/22/19.**

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**CALL TO ORDER:** Chair Nieves called the meeting to order at 6:01 PM.

**Sustainability Commission Present:**

Amber Nieves

Jacob Rose

Kenneth Cobleigh

Johanna Peeters Weem

Tabitha Merten

Robin Lindsley

**Absent, Excused:** Lilly Meek. Fallon Harris

**Council Liaison:** Elena Uhing

**Staff:** Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

**Guests:** Troy Vennewitz, Forest Grove School District/Sodexo

**1. COMMUNITY COMMUNICATIONS:** None.

**2. COMMISSIONER COMMUNICATIONS:** Cobleigh announced the City awarded him \$5000 to complete the trail at Thatcher Park. Lindsley commented that first model of neighborhood gardens is complete.

**3. CONSENT AGENDA:** Nieves moved to approve the minutes, Merten second; unanimous.

**4. ADDITIONS/DELETIONS:** None.

**5. MINI-GRANT REQUEST:** Troy Vennewitz from Forest Grove School District/Sodexo submitted a mini-grant request for a milk dispenser at Tom McCall East. Merten inquired about the success of the program specific to waste reduction; Vennewitz reported that there were 105,000 fewer milk cartons. Feedback was positive. Rose asked about cost savings to the school or Sodexo; Vennewitz states there is not a big cost savings, but the positive environmental impact was significant. Cobleigh suggested to reduce the amount awarded based on the total grant funds available. Lindsley moved to approve \$700, and Nieves second. Unanimous approval.

**6. SOLAR ARRAY PRESENTATION:** Keith Hormann, City of Forest Grove Light and Power Director, presented the Solar Array Study to the Commission. The Commission can write a letter of support, if desired. Hormann also discussed the Pure Power Program. Nieves moved to discuss the Solar Array Study and residential incentives further at the August meeting.

**7. COMMERCIAL FOOD WASTE ORDINANCE DRAFT:** Paul Downey presented the Commercial Food Waste Ordinance draft to the Commission. Rose inquired about the difference between the City and Metro's authority. Councilor Uhing explained Home Rule.

Merten inquired if the methane will be captured from the composting. August 12, 2019, will be the first reading to the Council.

- 8. COMMISSION BYLAWS:** Councilor Uhing inquired if there were any changes from the Commissioners regarding the Sustainability Commission bylaws, and when the Sustainability Commission Work Plan is scheduled to be presented to the Council. There is no set date for the presentation. There was a request for more time for members to think about the bylaws. Lindsley asked what other commissions were doing; none are far along in the process yet. Send comments to Elizabeth Stover.

- 9. ASSIGNMENTS FROM COUNCIL:** Same as above: Commission Bylaws.

- 10. PACIFIC UNIVERSITY LIAISON:** Nieves states that historically the Commission has always had a student liaison from Pacific University, and this liaison is a valuable asset to the Commission. Rose provided history of the role – it started as a “Community Organizer” position with 2/3 of the time organizing events for Pacific University, and 1/3 of the time with the City and other engagements. Accomplishments include:

- Food Map
- Food Drive with Dutch Bros, 2000 lbs of food collected
- Collaboration with the work group on homelessness
- Bee & Tree Campus certification
- Event around green transit

Rose moves to maintain a Pacific University Liaison position with the Commission, with the suggestion that the person does not need to attend every meeting. He suggests an initial meet and greet, a report-out at the end of the academic year, and with more engagement at the subcommittee level. Rose would work with the liaison and provide monthly reports to the Commission. Rose and Michelle Larkins from Pacific University will work on a mini-grant request for capacity building.

- 11. PLANETCON SUMMARY:** No update from Commissioners regarding PlanetCon.

- 12. LATINO SUMMIT UPDATE:** Councilor Uhing reports there was a miscommunication/misunderstanding regarding the Latino Summit; CCI stated they turned it over to the City. CCI does not feel they have the capacity as a team to organize the third summit; however, they would like to work with the Sustainability Commission on next steps. Staff to coordinate meeting, possibly include Adelante Mujeres and Centro Cultural representatives.

- 13. WORK PLAN & NATIONAL NIGHT OUT:** Nieves discussed the schedule of Commissioners’ articles, and planning a subcommittee meeting for a community clean up event in fall. Regarding National Night Out, the Commission did not want to have a table at the event.

- 14. COUNCIL LIAISON REPORT:**

- August 14: Watershed Tour, reminder to RSVP
- Forest Grove highlighted in the Business Journal

- Forest Grove/Cornelius Westside Economic Alliance will have a bike tour in late August/early September
- Clean Water Services purchased TMM administrative office and will develop a partnership with Forest Grove as a center of innovation and research on energy and waste technology
- September 3-25, Aquatic Center will be closed for annual maintenance
- Communication Plan moved up in importance with the Council
- Extensive wildlife protection installed at the Forest Grove substation
- Housing Needs Assessment is complete and will be submitted to the Council for approval in September
- Community Action Organization published 2019 issues about poverty in Washington County and is on their website

Rose asked about where Commissioners can learn more about Clean Water Services; Councilor Uhing to update as she learns more.

**15. STAFF REPORT:** None.

**16. FUTURE AGENDA TOPICS:**

- Solar Array/Residential Incentives
- Sustainability Commission Bylaws
- Mini-Grant Pacific University

**17. ADJOURNMENT:** Nieves adjourned the meeting at 8:07pm.

Respectfully Submitted,  
Elizabeth Stover, Program Coordinator  
City of Forest Grove

Approved by the Forest Grove Sustainability Commission:    Date: 8/22/19